

DD/A 81-2252/2

8 NOV 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Information Handling Systems Architect
Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA
Executive Officer to the DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for the DCI

REFERENCE: Memo from D-DCI/DDCI Executive Staff, dtd 29 Oct 81,
same Subject

1. Forwarded herewith is a memorandum which we have received from the Office of the DCI establishing an additional weekly report. It is requested that you include in your respective weekly reports to me any information relating to the items delineated in paragraph 2 of reference.

2. The weekly report which we have been submitting solely to the DDCI will continue in the same format as in the past.


Harry E. Fitzwater

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Att

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Approved For Release 2004/05/12 : CIA-RDP84-00534R000100080044-0

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ROUTING AND TRANSMITTAL SLIP

Date

TO	Initials	Date
1. <div style="border: 1px solid black; width: 250px; height: 50px;"></div>		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Yes - do we need to do anything different?

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.